

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, May 14, 2012 <<<

Bill Platt Training Center

Gualala, CA 95445

1. Call to Order Toedter
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action
 - FY12-13 Budget Resolutions – Action Rice
 - i. Adoption of Preliminary Budget
 - ii. Adoption of Tax Rate
 - iii. Adoption of Ambulance Rates
 - iv. Resolution Requesting Fund Transfer
 - Community Healthcare Working Group Update Chilton Hauck
 - Urgent Care Contract Update Foster
 - FY2010-11 Audit Update Foster
 6. New Business
 7. Reports
 - Board Officers – General
 - Treasurer Rice
 - District Administrator Foster
 - Staff Dilks/Bold
 8. Other
 - General announcements
 - Board meeting Schedule
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted)
 - June 18, 2012



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
April 16th, 2012

Call to Order. President Tom Toedter called the meeting to order at 4:30 pm. Present: Schwartz, Rice, Klopfer, Toedter, Chilton Hauck and Dodds. Absent: Michael Combs. President Toedter made comments regarding the recent election.

Adoption of the Agenda. Director Schwartz moved, Director Dodds, second to adopt the agenda. All ayes.

Approval of March 19, 2012 Board Minutes. Director Klopfer requested a correction reflecting his tardiness. Director Schwartz moved for approval with correction, Director Dodds second, all ayes.

Privilege of the Floor: Bill Osterland made extensive positive comments on the success of the recent election, along with recommendations for future elections. He will provide his speaking notes to the District Administrator to file for future tax measures.

Old Business - Information or Action

- Measures B & C Election Results. DA Foster provided near-final election tallies for both measures. Director Chilton Hauck requested the final, official tallies be presented for the record at the next board meeting.
- Nominating Committee. Director Rice presented the results of the Nominating Committee's recommendation for committee membership:
 - Quality Assurance
 - § Director Bev Dodds, Chair
 - § Director Cynthia Chilton Hauck
 - § Medical Director Dr. Bertolli, MD
 - § DA Scott Foster
 - § Ops Mgr Evan Dilks
 - Finance
 - § Treasurer David Rice, Chair
 - § Director Naomi Schwartz
 - § Director Michael Combs

- § DA Scott Foster
- § Ops Mgr Evan Dilks
- Community Healthcare Working Group (CHWG)
 - § Director Chilton Hauck, Co-Chair
 - § Director Bev Dodds
 - § Director Brent Klopfer
 - § DA Scott Foster
- Standing vs. Ad Hoc Committees. The board agreed that QA and Finance are Standing Committees, and CHWG is an *ad hoc* committee. However, the board felt it important to publicly notice CHWG whenever possible, as the meetings are open and might be attended by more than the three assigned directors.
- Community Healthcare Working Group (CHWG) Update. Director Chilton Hauck reported on the purpose of two subgroups:
 - Near-term Solution. Chaired by Don Kemp of the RCMS board of directors, this group seeks to develop a near-term solution to providing extended hours for urgent care services at RCMS.
 - Long-term Solution. Chaired by Alex Long, RCMS board of directors, this group is working on creating a partnership with another hospital or healthcare system to develop a long-term, comprehensive healthcare solution for the community.
- Ambulance Purchase Resolution. DA Foster explained that the ambulance desired has a 150 day delivery backlog, yet financing was not available for an ambulance order with a greater than 60 day delivery window. Director Rice moved, and Director Dodds seconded, and motion to direct DA Foster to initiate an ambulance purchase agreement of up to \$180,000 with a down payment out

of CLSD cash reserves, the balance to be funded by the most economical means available when due, to include consideration of CLSD reserve funds instead of financing. Motion passed, all ayes.

New Business:

- FY12-13 Budget Recommendations. DA Foster presented initial budget formulation assumptions (see board packet).
- Urgent Care Contract. DA Foster proposed the UC contract be developed first at the CEO level with himself and Diane Agee of RCMS prior to parallel review by Treasurer Rice for financial issues, Director Dodds for Quality Assurance issues, and President Toedter for compliance with board and community intent. The board emphasized the need for a means to measure and document customer satisfaction, and requesting inclusion of quarterly report on UC program costs.
- Fall Board Member Elections. DA Foster reviewed the candidate filing process for directors whose terms end in December: Directors Dodds, Klopfer, Combs, and Schwarz.

Reports:

- Board Officers-General:
 - Director Schwartz reported that she had made no progress on the CLSD issue history project.
 - Treasurer Rice will post this meeting's recording on the CLSD website.
- Treasurer's Report. Rice reported that the audit will be delayed one more month. DA Foster illuminated this with a summary of the delays in processing our Medicare re-certification application.
- District Administrator Foster's Report. See board packet.
- Ops. Mgr. Dilks report received. Director Schwartz volunteered to participate in the *Every Fifteen Minutes* community program.
- Business Mgr. Bold's March 2012 write-off report was presented. DA Foster explained the large AR balance was due to Medicare claims being held until the certification process is completed. Director Chilton Hauck moved for approval, Director Dodds second, all ayes.

Other:

- General Announcements:
 - President Toedter handed out a listing of board and administrative responsibilities by area.
 - Noticing board meetings by community email list servers. DA Foster requested consolidation of notice distribution via list servers. Director Rice to send out notices to communities north of, and including, The Sea Ranch. DA Foster to send notices to list server at the southern end of District.
 - Ethics Training. Secretary Chilton Hauck confirmed that the CA state ethics training requirement is bi-annual.
- Board Meeting Schedule (all meetings at Bill Platt Training Center unless otherwise noted):
 - Monday, May 14th, 4:30 p.m.
 - Monday, June 18th, 4:30 p.m.

Adjournment. Director Chilton Hauck moved for adjournment, Director Rice, second, all ayes. Meeting adjourned at 6:15 pm.

Minutes approved:

Date

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: _____

ADOPTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2013

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for After Hours Urgent Care services in order to fully fund the current program and provide adequate funds for development of any potential future after hours program and any other authorized use, and

WHEREAS, the District Board of Directors will approve any expenditures of AHUC funds in support of, but beyond current program, and

WHEREAS, Reserve funding must remain at prudent levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$457,426
Mendocino County	\$652,720
Ambulance Billings	\$565,000
Training Class Fees	\$4,500
Miscellaneous	<u>\$500</u>
Total Budgeted Revenue	\$1,687,278

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$1,127,075
District Administration & Overhead	\$56,421
Training Programs	\$18,000
After-Hours Urgent Care Program	\$236,900
Interest & Depreciation	\$100,527
Reserve Fund Expense	<u>\$148,355</u>
Total Budgeted Expenditures	\$1,687,278

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2013.

The above resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed and adopted on this 14th day of May 2012 by the following roll call vote:

Directors: Toedter
 Chilton Hauck
 Rice
 Schwartz
 Dodds
 Combs
 Klopfers

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

//signed//
Cynthia Chilton Hauck, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. _____**

ADOPTION OF TAX RATE FOR FISCAL YEAR 2013

WHEREAS, in March 2012 the voters of the Coast Life Support District authorized the District Board of Directors to levy a Special Tax of up to \$44 per benefit unit to support Emergency Medical Services, and

WHEREAS, in June 1997, the voters of the District approved a Special Tax assessment of up to \$18 for a developable parcel, and \$36 for a developed parcel, to support After Hours Urgent Care,

WHEREAS, Coast Life Support District's budget for Fiscal Year 2013 requires a Special Tax rate of \$44 per benefit unit for Emergency Medical Services and \$18/\$36 Special Tax for developable/developed parcels to provide Urgent Care,

BE IT RESOLVED that the Special Tax rate of \$44 per benefit unit for Emergency Medical Services, plus \$18/\$36 per parcel for Urgent Care, be assessed accordingly to parcels in the District,

BE IT FURTHER RESOLVED that the Coast Life Support District renews its agreements with the appropriate offices of Mendocino and Sonoma Counties for collections of the assessments through the property tax rolls.

The above RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 14th day of May 2012 by the following roll call vote:

Directors: Toedter
 Chilton Hauck
 Rice
 Schwartz
 Dodds
 Klopfer
 Combs

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

//signed//
Cynthia Chilton Hauck, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. _____**

ADOPTION OF AMBULANCE RATES FOR FISCAL YEAR 2013

WHEREAS, the Coast Life Support District last adjusted the rates at which Ambulance Services are billed in June of 2011, and

WHEREAS, the rates are intended to reflect the actual operating costs of the ALS Ambulance, and

WHEREAS, with the passage of AB 2091 Berg, as of January 1, 2007, the District may charge Residents and Taxpayers of the District a Fee for Service Rate less than that of Non-Residents and Non-Taxpayers, and

WHEREAS, the District recognizes the disparity between what a Resident/Taxpayer actually pays for services versus what a Non-Resident/Non-Taxpayer pays, vis-à-vis their parcel tax contribution, and

WHEREAS, as Resident/Taxpayer is defined as either having a mailing address within the District or owning property within the District or both,

BE IT THEREFORE RESOLVED, that the rate schedule adopted, effective July 1, 2012 and in effect until changed by resolution, be as follows:

BASIC CHARGES:

BLS Non-Emergency	\$1007
BLS Emergency	\$1479
BLS Emergency/Night	\$1601
ALS I Non-Emergency	\$2541
ALS I Emergency	\$3037
ALS I Emergency/Night	\$3422
ALS I Emergency/EKG	\$3232
ALS I Emergency/EKG/Night	\$3420
ALS II Emergency	\$3555
ALS II Emergency/Night	\$3762
Mileage per mile	\$33
Oxygen	\$151
EKG	\$211
BLS Treat and Release	\$189
ALS Treat and Release	\$465
Late Payment Fee	\$12

AND BE IT FURTHER RESOLVED, that Resident/Taxpayers will receive a twenty-five percent reduction in the balance owed after third-party payments, if any,

AND BE IT FURTHER RESOLVED, that these charges be reviewed annually and changes included in the Budget for the following year.

The above RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 14th day of May, 2012,

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Cynthia Chilton Hauck, Secretary

COAST LIFE SUPPORT DISTRICT

RESOLUTION No. _____

**RESOLUTION OF THE GOVERNING BOARD OF COAST LIFE SUPPORT DISTRICT
OF THE STATE OF CALIFORNIA, REQUESTING FUND TRANSFER UNDER
ARTICLE XVI, SECTION 6 OF THE STATE CONSTITUTION**

RESOLVED, by the Governing Board of the Coast Life Support District, a Bi-County District of the State of California, that:

WHEREAS, this District may not have a sufficient cash flow cycle to provide for the operations of the District during the 2013 Fiscal Year, and

WHEREAS, Article XVI, Section 6 of the State Constitution authorizes a temporary transfer of funds in the custody of the County Treasurer upon approval of the Board of Supervisors, and

WHEREAS, the revenues to said District for the fiscal year 2013 are budgeted at \$1,687,278:

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

1. That the Board of Supervisors of the County of Sonoma be and it is hereby requested to authorize a temporary transfer to this District on an as-needed basis of not to exceed \$500,000, during the 2013 Fiscal Year; said sum will not exceed 85% of the revenues to said District during said fiscal year.
2. That the County Treasurer of the County of Sonoma be requested to recommend and the County Auditor of the County of Sonoma be requested to acknowledge said transfer.
3. That certified copies of this resolution be forwarded by the Clerk of this Board to the Board of Supervisors of the County of Sonoma, the County Auditor and County Treasurer of this County.

The above resolution was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed and adopted on this 14th day of May, 2012, by the following roll call vote:

Directors:	Toedter	Rice	Chilton Hauck	Schwartz
	Dodds	Klopper	Combs	

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

_____, Secretary

Coast Life Support District

38901 Ocean Drive PO Box 1056
Gualala, CA 95445

May 14th 2012

General Fund

ANTICIPATED MONTHLY ENDING BALANCES

From July 1 2012 to June 30 2013

	Cash Income	Cash Expenditures	Cash Balances
Beginning Cash Balance:			
July	\$ _____	\$ _____	\$ _____
August	_____	_____	_____
September	_____	_____	_____
October	_____	_____	_____
November	_____	_____	_____
December	_____	_____	_____
January	_____	_____	_____
February	_____	_____	_____
March	_____	_____	_____
April	_____	_____	_____
May	_____	_____	_____
June	_____	_____	_____
	*\$ _____	_____	_____
Carry Over	_____	\$ _____	
Capital Outlay (Current Yr)		_____	
General Reserves		_____	
Approp. For Contingencies		_____	
	\$ _____	\$ _____	\$ _____

NOTE: Copies of the Cash Flow Statement are to be attached to each Resolution.

*Total cash income includes secured and unsecured taxes to be raised in current year budget plus estimated revenues (other than current property taxes).

CLERK'S CERTIFICATE

I, Scott Foster, Clerk of the Governing Board of the Coast Life Support District of the Counties of Sonoma and Mendocino, State of California, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Governing Board of said District, regularly held at the regular meeting place thereof, on May 14, 2014, of which meeting all the members of said Governing Board had due notice.

I further certify that said resolution has not been amended, modified, nor rescinded since the date of its adoption and the same is now in full force and effect.

ATTEST: This 14th day of May 2012

Clerk of the Governing Board of the Coast Life Support District

**Coast Life Support District
District Administrator's Report
May 14th, 2012**

1. Election. The final numbers for Measures B and C are:
 - a. Measure B
 - i. Sonoma County. Yes 720, No 63
 - ii. Mendocino County Yes 834, No 126
 - b. Measure C
 - i. Sonoma County Yes 637, No 142
 - ii. Mendocino County Yes 718, No 239
 - c. Total Election Results
 - i. Measure B passed with 89.2% of the votes cast
 - ii. Measure C passed with 78.1% of the votes cast

2. Finance. The budget is complete and prepared for the board. The Finance Committee met and made some adjustments to Income and also changed the Resident Discount implementation to lower out-of-pocket costs to Residents/Taxpayers.

3. Urgent Care Contract. I continue to work with the President, Treasurer and QA Committee Chair to present a contract no later than the June board meeting.

4. Logistics.
 - a. Electronic Patient Records. Our latest move is to provide all patient care reports to the Medical Director electronically, and track review on a shared system via the Internet. The final step will be to collect and provide all billing information with the Business Manager via the shared system.

/s/
Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report
May 14, 2012

Deployment / Staffing

- ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%
- Scott Christy finished orientation and is scheduled for shifts
- I am starting the employee annual reviews this month

Facilities

- No major repairs pending.

Vehicles/Equipment

- All vehicles and equipment are in good service and in good working order.
- Finalizing the quotes for the ALS ambulance continues

Communications

- We have fully implemented the new PCR program. We are trying the Q/A feature that is included and will present the options to the Q/A committee. It also has an attachment feature for ECG's and billing sheets. These few steps should complete our goal of paperless medical records.

Training

- We will be looking for a lead person for the Monday night BLS training as Mark Leonard continues to think about retirement.

Team Health Nurse Advice Line: the most recent twelve months.

	MAY	JUN	JUL	Aug	SEP	OCT	NOV	DEC	JAN	Feb	Mar	APR
Calls	29	27	32	24	19	21	8	25	23	21	31	20
Triaged	21	16	21	11	12	11	6	15	17	17	22	16
ED Now	8	6	8	3	2	8	3	7	5	3	9	10

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

May 14th, 2012

Vouchers:

Replenishment: A replenishment voucher for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period:

March 31st, 2012 through April 30th, 2012 in the amount of \$81,645.75 was signed by Operations Manager, Evan Dilks on April 30th, 2012.

Accounts Receivable Report: I have reviewed the April 2012 Accounts Receivable report and find it to be within normally expected parameters.

